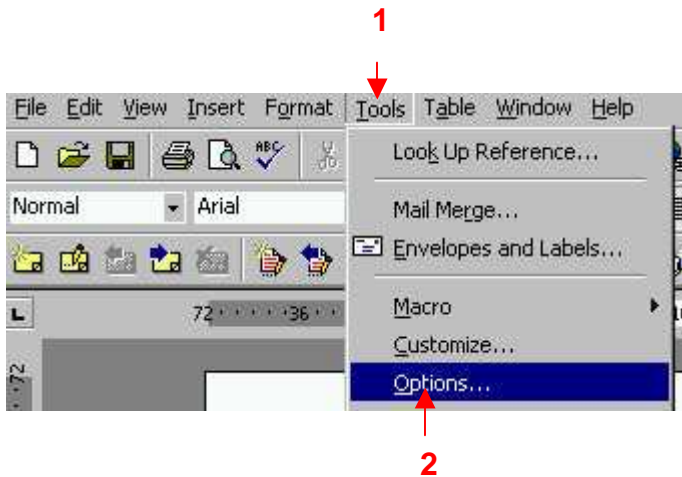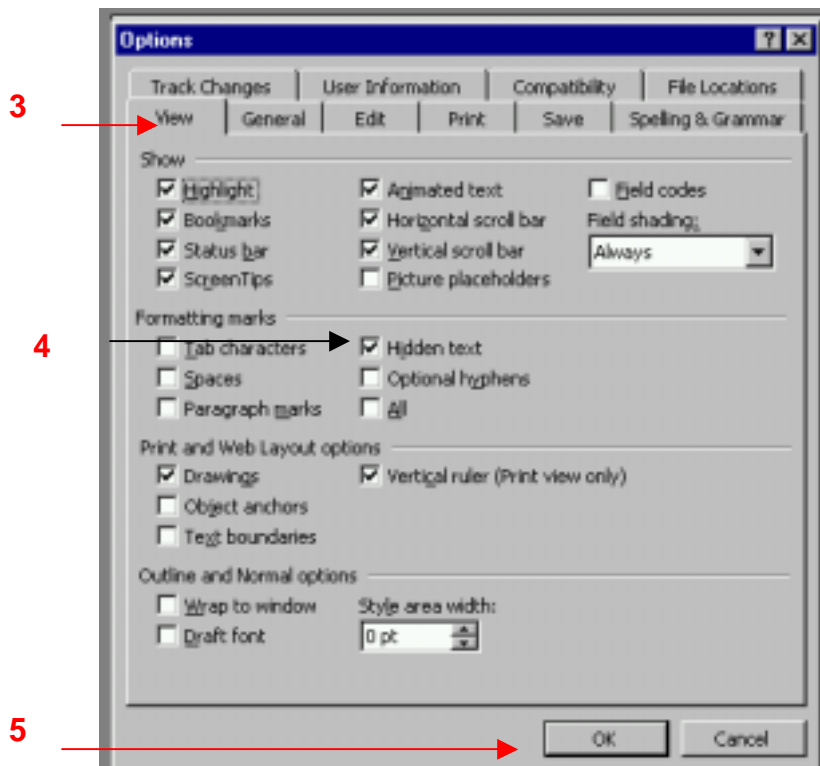# HELP FOR USING SALE TEMPLATE

The Sale variables may be hidden. If you do not see the yellow variables, do the following:

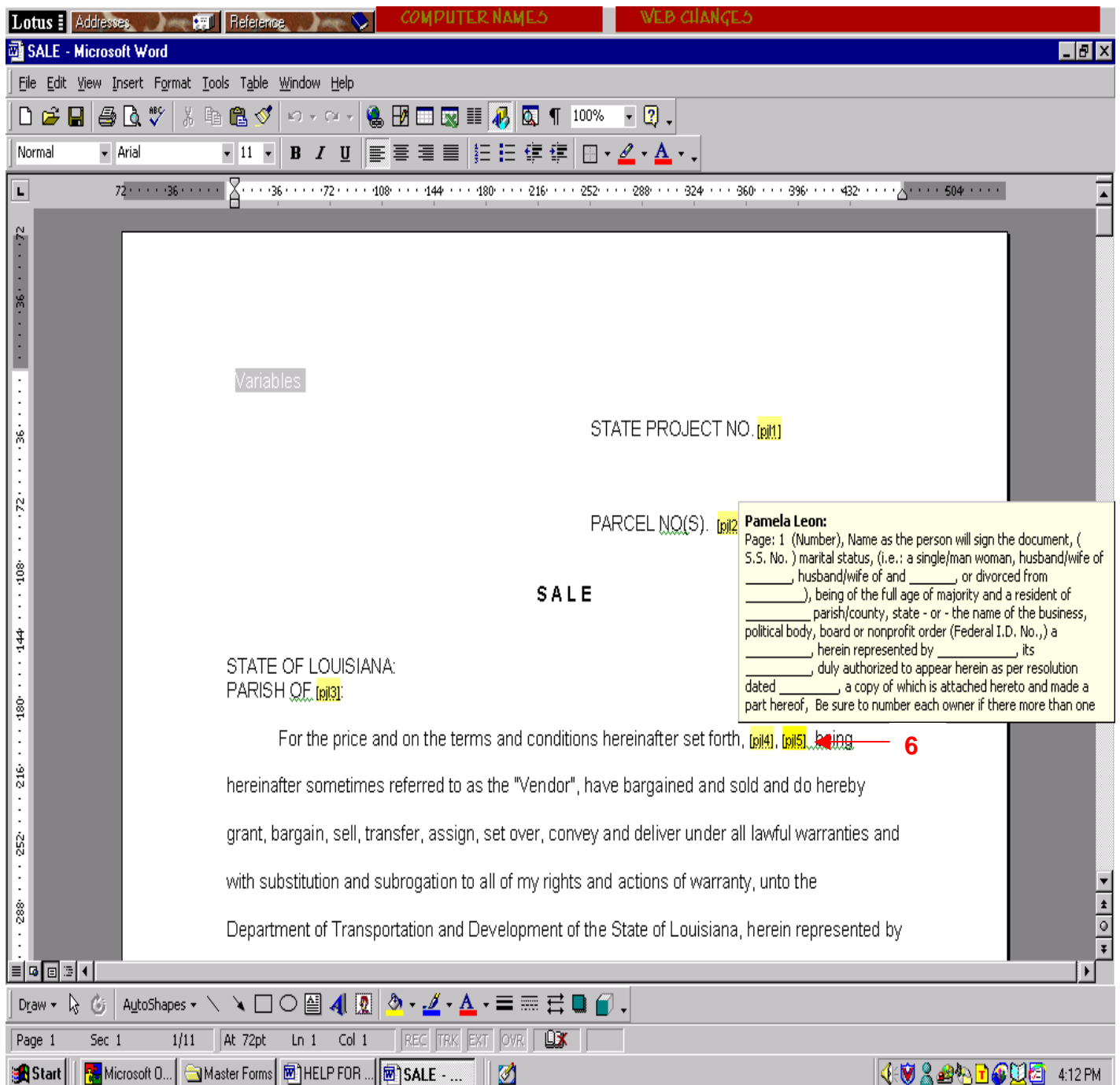1. Click on **Tools** on the Toolbar
2. Select **Options**

3. Select the **View** tab of the dialog box that opens:
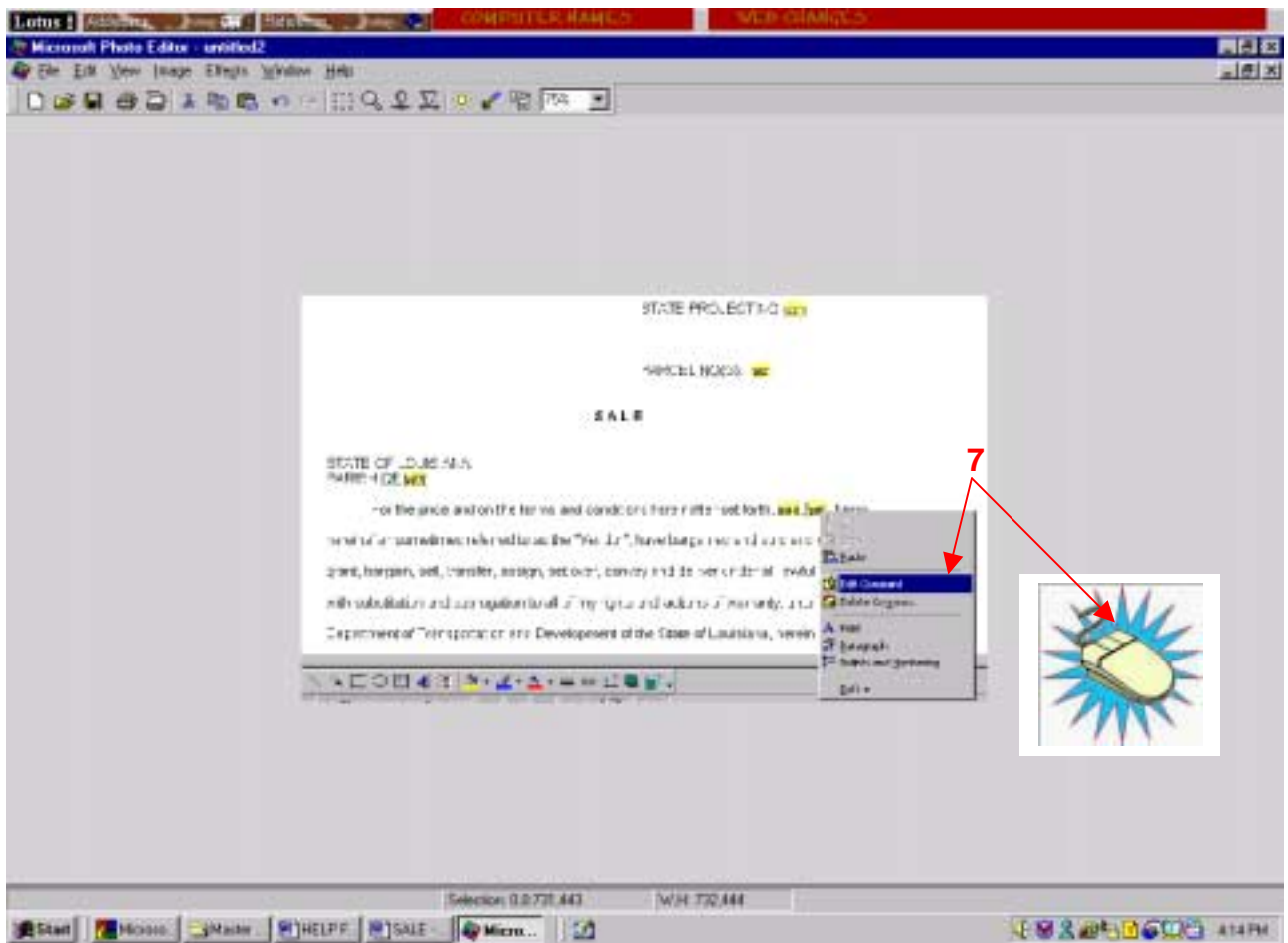4. Check the box next to **Hidden Text**.
5. Click **OK.**

The variables will be shown in yellow.
6. When you hold the cursor over a variable, a window will pop up which shows what goes in that variable.

SALE - Microsoft Word

File Edit View Insert Format Tools Table Window Help

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Variables

STATE PROJECT NO. [pjl1]

PARCEL NO(S). [pjl2]

S A L E

STATE OF LOUISIANA:
PARISH OF [pjl3]

Pamela Leon:
Page: 1 (Number), Name as the person will sign the document, (
S.S. No.) marital status, (i.e.: a single/man woman, husband/wife of
_____, husband/wife of and _____, or divorced from
_____), being of the full age of majority and a resident of
_____ parish/county, state - or - the name of the business,
political body, board or nonprofit order (Federal I.D. No.,) a
_____, herein represented by _____, its
_____, duly authorized to appear herein as per resolution
dated _____, a copy of which is attached hereto and made a
part hereof, Be sure to number each owner if there more than one

For the price and on the terms and conditions hereinafter set forth, [pjl4], [pjl5], being ——— **6**

hereinafter sometimes referred to as the "Vendor", have bargained and sold and do hereby

grant, bargain, sell, transfer, assign, set over, convey and deliver under all lawful warranties and

with substitution and subrogation to all of my rights and actions of warranty, unto the

Department of Transportation and Development of the State of Louisiana, herein represented by

Draw ▾ AutoShapes ▾

Page 1 | Sec 1 | 1/11 | At 72pt | Ln 1 | Col 1 | REC TRK EXT OVR

Start | Microsoft O... | Master Forms | HELP FOR ... | SALE - ... | 4:12 PM

If you want the description of the variables to be visible all of the time, do the
following"

7. Hold the cursor over any variable.
A dialog box will open up. RIGHT CLICK on **Edit Comment**.

The screen will split, with the top window showing the Sale document, and the bottom window showing the comments. Use the scroll bar on the variable window to search for the one you want.